



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | DEPARTMENT OF JUSTICE | RELEASE DATE: | Wednesday, September 30, 2009 |
| POSITION TITLE: | Press Secretary | FINAL FILING DATE: | Tuesday, October 13, 2009 |
| CEA LEVEL: | CEA 1 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 6,173.00 - \$ 7,838.00 / Month | BULLETIN ID: | 09282009_3 |

POSITION DESCRIPTION

The Press Secretary serves as a spokesperson for the Attorney General and the Department of Justice. The incumbent will plan, organize and direct the Press Office to meet the needs of the public to be fully informed of the policies, procedures and programs of the Department. Consult and advise other top managers on the formation, composition and timeliness of departmental policy and programs as related to the informational impact. The Press Secretary is the contact point for all media and formal information contacts for the department; supervise technical and administrative staff; and other related work.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrate mastery of the principles, methods, practices, and techniques of media relations to independently function as a professional and technical authority within the Department to implement a comprehensive media affairs program. This includes, but is not limited to, demonstrated proficiency in planning, writing, and distributing news releases; planning and executing media events; handling press calls; speechwriting, and speaking at news conferences or in other public settings. 2. Experience applying advance communication and analytical practices, methods, and techniques to independently develop and apply solutions to the most difficult and complex media/public relations problems. 3. Experience dealing with a wide variety of media to explain, relate, and defend significant or controversial decisions and actions. Experience and knowledge of distributing information to target media; professional knowledge and experience to evaluate needs or problem situations, and develop responses or strategies to deal with specific situations, using his or her independent judgment to formulate appropriate responses. 4. Experience as a spokesperson for an executive, working on high-visibility, controversial issues that pose a significant consequence of error. Strong writing skills, particularly experience in communicating technical and scientific information to a wide variety of audiences. 5. Demonstrated leadership, flexibility and judgment necessary to perform in the capacity of an Assistant Director. 6. Comprehensive knowledge of the policies and operating practices of the Attorney General's Office. 7. Working knowledge of the judicial, executive and legislative processes and related information practices.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Press Secretary**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit
P. O. Box 944255, Sacramento, CA 95818
Cheryl Hernandez | 916-323-6960 | cheryl.hernandez@doj.ca.gov

ADDITIONAL INFORMATION

IF you have any questions regarding this examination, please contact Don Hayashida at (916) 324-5043.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>